

Summary of Conversations with Pratistha Adams regarding taking her actions in taking the Gov Home the week of April 30.

On Friday May 4, 2018, Mike McAteer when was serving as the backup responder informed me that the response vehicle was not in the garage. He said when he talked with Kyle at the warehouse, he was informed that Pratistha had the car. Mike contacted Pratistha and was informed she had the car at home. Mike shared the information with me. I talked with Pratistha and instructed her to return the car as she cannot have it at home. Pratistha state that she had planned on keeping the car at home until Monday so she could ride the van home.

When Pratistha arrived at the office on Friday afternoon, she said apologized for having the car at home and explained that she had talked with Bryant about using the car since she was assigned to a site, FJ Doyle in Leonard, Texas. Pratistha was assisting Gary Moore with site Monday April 30 - Wednesday May 2. (On Thursday Pratistha attend a bio meeting with John Martin out of the Regional office. Additionally, due to the arrival of POTUS for the NRA conference, the agency was allowing liberal flexiplace. Pratistha submitted a request to work episodic flexiplace which was approved.) I informed Pratistha that she had not been approved to use the vehicle beyond the office and the site in Leonard. Pratistha mentioned that she needed the car to transport herself and John to meeting, thus she kept the car at home on Wednesday evening. She also stated that was not sure if she would be returning to the site after Wednesday so she kept the vehicle. I explained to Pratistha that she violated the policy the Agency had regarding taking vehicles home. I told her that I would be talking with LER to determine what corrective action I would need to take.

I called Tony Clifton in LER about the issue. He informed me that he would reach out to the other LER contacts in the Agency to see how this type of situation has been handled. Tony informed me that based on the Table of Penalties and Offenses in the current Discipline Manual, Pratistha's action of taking the vehicle home, was considered "willfully using or authorizing the use of a government passenger motor vehicle or aircraft for other than official purpose." Tony explained that per the Discipline Manual, this penalty for this offense was a 30-day suspension.

During my conversation with Tony on May 8, he informed me that no other Region has had a similar situation regarding the OSC Gov to home policy. On May 9, 2018, I sent an email to Pratistha informing her that I need to meet with her about her taking the vehicle home during the week of April 30. I informed her that since this meeting may result in a personnel action, she had the right to bring a union representative with her. I met with Pratistha in my office on May 9, I asked her if she had asked the union representative to come. She stated she did not that she didn't need them. Pratistha started the conversation with apologizing for her actions as she knows that the EMB management has explained the policy during various OSC meetings. That she should have known. I explained to Pratistha that I would be asking her some questions and if she didn't feel comfortable answering them, and she wanted to stop the meeting and contact the union representative to attend she could.

- 1) Why did you take the car home? Pratistha stated that she lives in Cedar Hill and the trip to Leonard, Texas to the FJ Doyle site is 86 miles one way. She stated that arrived at home at 6:30 pm on Monday after having been at the site 7 hours. Pratistha was trying to spend as much time at the site as she could.

Pratistha mentioned that she asked Greg to bring a car from the COOP so she could drive it to the site. Pratistha mentioned again that she had talked with Bryant Smalley about driving the

car to the site and home. Pratistha said she rode the vanpool to the office on Monday April 30 and drove the GOV from the office to the site. She said she drove the GOV home from the site Monday thru Wednesday. I told Pratistha that I should have made sure she understood my expectation of driving to/from the office or the Addison facility to the site each day and not to take the car home. I explained to Pratistha that as a result of the review by the Agency on the EPA's use of GOV from home-to-work transportation, we were not allowed to take the GOV home without prior approval and the proper documentation being submitted. I provided Pratistha with a copy of the memo and the form we were to use when requesting to take the vehicle home. Pratistha stated that she had not seen that information before. I told her I would make sure we send the information out to all the OSCs so everyone is informed.

- 2) I asked Pratistha why she didn't just stop by every day and pick the car up in lieu of driving it back and forth from the site to her home. She stated that she wanted to spend as much time at the site as she could and did not want to be delayed by having to come to the office and deal with the process of parking in the garage.
- 3) I asked Pratistha why she didn't drop the car off on Wednesday since she knew she would not be returning to the site on Thursday due to the DHS meeting and on Friday (requested and approved episodic flexiplace). Pratistha mentioned the meeting with John Martin and DHS on Thursday. She stated that John had mentioned that they needed to reserve a car and she told him she already had a car so she would use the one she had. She stated to me that he didn't comment in the negative to this idea or correct her in not having the car overnight. She stated that when she left the site on Wednesday she was not sure how much longer Gary would be working at the site and if she would be returning. I explained to her that since she knew she was not returning to the site on Thursday and Friday, she should not have kept the GOV.
- 4) I told Pratistha that we needed to work on our communication. I told her that she should come to be with questions.
- 5) Prior to May, Pratistha had arranged for her to park the GOV while serving as Response Duty Officer (RDO) at the Garland Fire station. The agreement is one of the 3 the Region has in place for the RDO to park the GOV. Pratistha stated she would look for a fire station in the south where she and the other 2 OSCs could park.

I told Pratistha that take her comments into consideration and would share them with LER and Ethics Attorney and would get back to her on what corrective action would be taken.